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ABSTRACT

The study investigated the extent to which coordinating councils for vocational education are fulfilling the requirements of the Florida State Board of Education Regulation 6A-6.67, which mandates that "a coordinating council for vocational education, adult general education, and community instructional services shall be established in each community college district." A coordinating council practices checklist was sent to all district superintendents and district directors of vocational education of the Florida school districts and all community college presidents and community college deans/directors. Of 179 checklists, 109 usable checklists were returned and followed up with personal interviews. Minutes of the past three years from each of 20 coordinating councils were analyzed on an effectiveness scale to determine how well individual councils performed the State requirements. Responses on the checklist were correlated with the ranking of councils on an effectiveness scale. Distribution on the effectiveness scale indicated that 19 of 20 coordinating councils had complied only minimally with the State regulations. Others appeared not to be functioning at all since only 20 of the possible 28 councils responded with minutes of meetings. More than half of the document consists of statistical tables, a copy of the checklist, and supplementary information in the appendixes. (EA)

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Final Report

July 1975

Evaluation of the Effectiveness of District Coordinating Councils for Vocational Education

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University of South Florida

by
William P. Danenburg

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Mr. John A. Beaumont, Chairman
Florida State Advisory Council on
Vocational & Technical Education
Knott Building
Tallahassee, FL 32304

Dear Mr. Beaumont:

This document is submitted as a report concerning the extent to which coordinating councils for vocational education are fulfilling their intended responsibilities as set forth in State Board of Education Regulation 6A-6.67. It further identifies the factors which contribute to the effectiveness of these councils in fulfilling their designated purposes.

The findings of this study indicate that there are various levels of involvement on the part of the coordinating councils across the State of Florida. A few are deeply involved and have been effective in their activities; the fact that nineteen of the twenty councils that provided minutes to the investigator had a rating of 5.5 or lower on the effectiveness scale indicates that others have complied only minimally with the State Regulations; others appear not to be functioning at all since only twenty of the possible twenty-eight councils provided the investigator with minutes of meetings. This report points out the fact that many of the councils which are functioning need to develop the quality of their operation if they are going to fulfill the requirements of the State Board of Education Regulation 6A-6.67.

The staff and I consider it a professional honor and pleasure to have been selected to conduct this study for the Florida State Advisory Council on Vocational and Technical Education.

Sincerely yours,

William P. Danenburg

William P. Danenburg
Principal Investigator

WPD/pm

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Special thanks are also extended to Dr. Thomas Freijo, Associate Professor of Research and Evaluation, for his counsel in the design and reporting of this study and to Mrs. Pam Meares, Technical Assistant, for her careful clerical and secretarial work.

William P. Danenburg

Description and Significance of the Problem

A new regulation, which has the effect of law, came into effect in the State of Florida on August 18, 1971, with regard to Coordinating Councils for Vocational Education. This regulation, which was amended September 5, 1974, mandates that, "a coordinating council for vocational education, adult general education, and community instructional services shall be established in each community college district" (State Board of Education Regulation 6A-6.67).

The State Board of Education Regulations delineate the composition and responsibilities of these councils in the following words:

> "The council shall develop recommendations to the respective school boards and to the community college board of trustees and where appropriate may make recommendations to the commissioner of education and to the appropriate division directors of the department of education.
>
> The responsibilities of the council shall be to review the total vocational education, adult general education, and community instructional services programs being offered in the district, to make such recommendations as are necessary, to encourage the development of needed offerings or changes in existing offerings and to avoid unwarranted duplications."

Since these councils are relatively new in time, and since this kind of council is unique to the State of Florida, existing literature adds little to the understanding of these councils except in a general way.

This project is designed to answer the following two questions: (1) To what extent are these coordinating councils fulfilling their intended responsibilities? and, (2) What factors contribute to the effectiveness of these councils in fulfilling their designated purposes?

The significance of this research is seen in its determination of the existence of relationships between effective councils and council practices and in its implications for future direction for coordinating councils in the State of Florida.

Procedure

After an analysis of council minutes and personal interviews with coordinating council members, the investigator prepared a list of practices that supposedly contribute to effective coordinating council functioning. The above practices and suggestions were formulated into a checklist (Appendix D). After being field tested by personal interviews, the checklist was put in final form and sent to the following people: (1) all sixty-seven district superintendents of the Florida school districts, (2) fifty-four district directors of vocational education (chief vocational education officers) of the Florida school districts, (3) all twenty-nine community college presidents, and (4) twenty-nine community college deans/directors. Of the 179 checklists mailed out, the investigators received 109 useable returns (Table 1 in Appendix D provides the results of this mailing). Follow-up interviews were conducted to determine the validity of the checklist.

The third means, along with the checklist and personal interview, of accomplishing the goals of this project was the analysis of coordinating council minutes from the past three years. Minutes were requested from all of the possible twenty-eight coordinating councils in the State. Twenty councils responded by sending the minutes that they had available.

The minutes from each of the twenty councils were analyzed with respect to how well the individual council performed the requirements stated in the State Board of Regulations (6A-6.67). The State Board of Regulations defines the functions of the councils in the following terms:

> "(a) Review and recommend adjustments of existing programs, activities, and services - including counseling that will better meet the assigned responsibilities of each district.
>
> (b) Review and recommend agreements between boards, to provide coordinated and articulated vocational education, adult general education, and community instructional services programs to meet the educational needs of all residents in all communities in the district.

(c) Review and make recommendations concerning long-range (6 years) objectives for the school district and the community college district and make such recommendations as needed so that each plan provides for coordinated and articulated programs without unnecessary duplication.

(d) Review data in support of proposed programs, recommend to the appropriate board approval or disapproval of the program, and, if necessary, recommend the assignment of responsibility to the appropriate district in accordance with specific local cooperative agreements and policies of the state board.

(e) Review such other aspects of the programs and make such recommendations as are necessary to provide an efficient, well coordinated and comprehensive vocational education, adult general education, and community instructional services programs."

Using these five basic areas as his criteria, the investigator ranked each council, on the basis of its minutes, as to how well it was performing the State requirements. The results of this ranking provided an effectiveness scale with which responses from the checklist were correlated. Inter-rater reliability was checked on the effectiveness scale and found to be .81. This degree of correlation indicates a strong agreement between raters concerning the effectiveness of the councils based on the above five criteria. The ranking of councils on the effectiveness scale was performed by two raters: (1) an administrator of education and Associate Professor of Educational Leadership, University of South Florida, and (2) a doctoral student in Urban Educational Research, University of South Florida. The principal investigator was not involved in the ranking of the councils. An explanation of the ranking procedure is given in Appendix A, Table 3. Appendix A, Table 1, provides a frequency polygon giving the ranking of the councils on the effectiveness scale. The highest possible score on the effectiveness scale was 10, the lowest 0.

As indicated above, the responses on the checklist were correlated with the effectiveness scale. This provided an indication of how individual practices were related to the effectiveness scale. The results of the point-biserial correlations of the individual practices with the effectiveness scale, along with the ranking of the practices according to their correlated values, are given in Table 2 of Appendix A.

After classifying the councils according to the effectiveness scale, the investigator grouped the individual practices according to the following four categories: (1) Practices performed by both the majority of the councils in the upper twenty-five percent effectiveness rating and the majority of the councils in the lower twenty-five percent effectiveness rating of the twenty councils; (2) Practices performed by neither the majority of the councils in the upper twenty-five percent effectiveness rating nor the majority of the councils in the lower twenty-five percent effectiveness rating; (3) Practices performed by the majority of the councils in the lower twenty-five percent effectiveness rating, but not performed by the majority of the councils in the upper twenty-five percent effectiveness rating; and, (4) Practices performed by the majority of those councils in the upper twenty-five percent effectiveness rating, but not performed by the majority of the councils in the lower twenty-five percent effectiveness rating. Appendix B contains a listing of the first three categories. The listing of the fourth category is located in the section concerning findings and conclusions.

Appendix C contains an analysis of each practice according to the responses to each item. This analysis includes: (1) the total number and percent who "practiced" the item, (2) the total number and percent who indicated "should practice", (3) the combined total number and percent of the above two categories, (4) the total number and percent who marked "not practiced", and, (5) the total number and percent of no responses on each item.

Findings and Conclusions

As mentioned earlier, this section includes a listing of those practices performed by the majority of the councils in the upper twenty-five percent effectiveness rating, but not by the majority of the councils in the lower twenty-five percent of the effectiveness rating scale:

4c. Minutes of coordinating council meetings are distributed to other personnel in districts affected by council actions.

4d. Minutes of coordinating council meetings are distributed to Department of Education personnel.

5. Coordinating council meeting calendars are set a year in advance.

12. Community school personnel regularly attend or are members of the coordinating council.

13. The district superintendent and community college president regularly attend council meetings.

17. Labor market studies and/or projections are conducted under the auspices of the council.

20. The council has, during the past twelve months, recommended the addition to or modification of existing educational programs in the districts.

22. Local guidelines have been developed to delineate the responsibilities of school district and college district in educational program development.

23. The council is engaged in developing a long-range plan (5-6 years) for the development of vocational, technical, and adult education in the districts.

24. Council committees, composed of position counterparts in school and college districts, meet regularly.

27. The council has prepared recommendations on shared useage of college and school district buildings, equipment and personnel.

28. The council reviews the State Funding Guide application of school and college districts.

32. The council has reviewed placement and follow-up data on all school and college district programs.

33. The council recommends cooperative staff development programs for college and school districts.

35. The college and school districts have ratified an articulation/coordination agreement.

Even a cursory look indicates the close relationship between the above listing and the position of the items by ranks on Table 2 in Appendix A. Most of the practices in the above listing are those which correlated highly with the effectiveness scale.

It is also instructive to consider the category "practice/should practice" in the tables in Appendix C. This grouping indicates, from the respondents' point of view, those practices which are most important to the functioning of a council. The first ten of these, given in rank order, follow below:

14. The school district director of vocational education and the college dean/director of vocational/occupational/career education regularly attend council meetings.

4a. Minutes of coordinating council meetings are distributed within two weeks of each meeting.

6. Council agenda items are submitted by both college and school district personnel.

1. An agenda is prepared and distributed to members one day or more prior to conducting coordinating council meetings.

7. Implementation of council recommendations is usually carried out by college or school administrative personnel.

46. Minutes of coordinating council meetings are distributed to all council members.

21. The council has, during the past twelve months, recommended the avoidance of unwarranted duplication in specific educational programs.

22. Local guidelines have been developed to delineate the responsibilities of school district and college district in educational program development.

20. The council has, during the past twelve months, recommended the addition to or modification of existing educational programs in the districts.

26. The council has prepared recommendations on articulation between school and college programs.

Using the above category (practice/should practice) one can see those items which are least important to the respondents. The bottom five of this category are reported below:

34. The council conducts needs assessment regarding programs for handicapped and disadvanced persons.

32. The council has reviewed placement and follow-up data on all school and college district programs.

23. The council is engaged in developing a long-range plan(5-6 years) for the development of vocational, technical and adult education in the districts.

17. Labor market studies and/or projections are conducted under the auspices of the council.

11. Regional or area Department of Education coordinators regularly attend coordinating council meetings.

Another finding of importance is the distribution of councils on the effectiveness scale. The frequency polygon of Table 1, Appendix A shows the distribution to be bimodal with an arithmetic mean of 3.725. As a measure of central tendency, the mode is the score in a set of scores that occurs most frequently. The distribution under consideration is bimodal - that is it has two scores that occur most frequently. Four councils earned a score of 2.5 and four councils earned a score of 5.5. Together, these two scores account for eight of the twenty councils. The significance of this distribution becomes evident when one considers the arithmetic mean. Fifty percent of the scores fell below and fifty percent fell above 3.725. What is more significant is the fact that nineteen of the twenty councils had a rating of 5.5 or less. The above findings seem to indicate that most of the coordinating councils have <u>not</u> fulfilled the functions mandated by State Board of Education Regulation 6A-6.67.

The investigator also attempted to ascertain the actual membership of the councils as they presently exist. The checklist in Appendix D includes an item to determine the position titles of the voting members of the coordinating councils. A frequency distribution of reported membership is presented in Appendix D, Table 2. Sixty-eight of 109 respondents indicated that a district superintendent was a voting member of the council. Sixty-five of 109 respondents indicated that a president of a community college was a voting member of the council. The most frequently appearing position on the councils is that of district director of vocational education - 79 of 109 responses included this title. Forty-six of 109 respondents indicated that a community college dean or director of vocational education was a voting member of the council. None of the above four groups had a reported percentage of over 72.5. Since the State Board of Education Regulation 6A-6.67 mandates that "the membership of this council shall include the superintendent and director

of vocational education and adult general education of each school district in the community college area and the president and deans or directors of vocational education and community instructional services of the community college", there is a substantial variation between reported voting membership and that which is required by regulation.

Recommendations

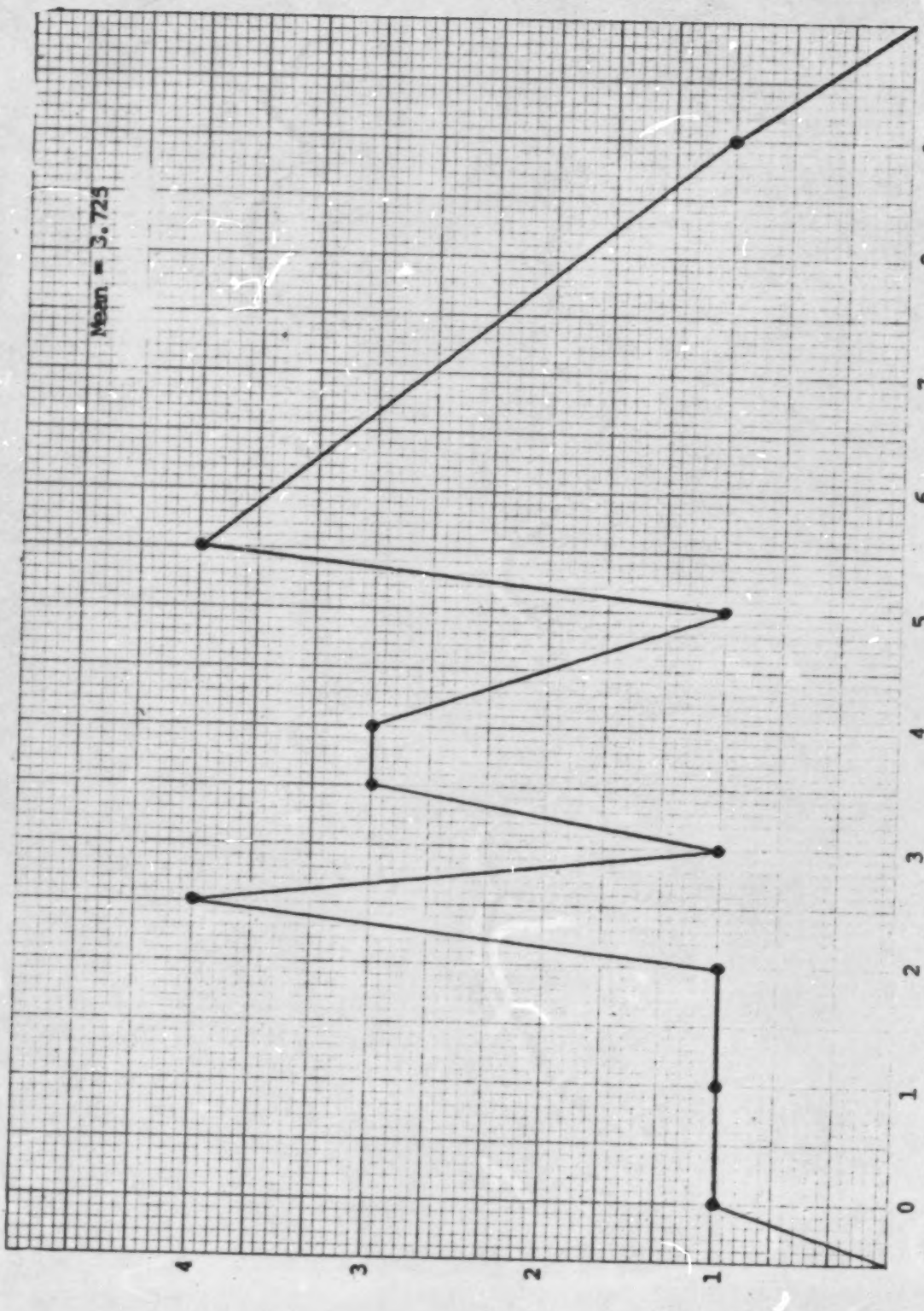
1. Minutes of coordinating council meetings should be distributed to other personnel in districts affected by council actions.
2. Minutes of coordinating council meetings should be distributed to Department of Education personnel.
3. Coordinating council meeting calendars should be set a year in advance in order to better assure attendance of key personnel.
4. The district superintendent and community college president should regularly attend council meetings.
5. Labor market studies and/or projections should be prepared under the auspices of the council.
6. The council should prepare recommendations on shared useage of college and school district buildings, equipment and personnel.
7. The council should review the State Funding Guide application of school and college districts.
8. The council should review placement and follow-up data on all school and college district programs.
9. The council should recommend cooperative staff development programs for college and school districts.
10. Since the State Board of Education Regulations mandate the creation and operation of vocational and adult education coordinating councils, all school and college districts should activate or reactivate coordinating councils.
11. Since the planning of staff development is listed as a priority item by coordinating councils, universities having this capability in vocational education should be invited to become members.

12. Since there seems to be a need for more systematic attention to planning meetings of the coordinating councils and for providing necessary follow-up, some provision should be made for staff resources. The staff personnel could come from school or college district, or the university if it is a member of the coordinating council.

13. There exists a broad range of qualitative differences among councils. The Department of Education should provide technical assistance to those councils needing and wishing assistance. If vocational education coordinating councils are to take an expanded role in the shared planning of the vocational education programs of the future, an increased commitment of time and personnel must be made by member districts.

Appendix A

Table 1



Frequency Polygon Representing the Distribution of Coordinating Councils on the Effectiveness Scale

Appendix A

Table 2

Point-biserial Correlation Coefficients of Individual Practices With Effectiveness Scale Along With Ranking of the Practices According to Size of the Coefficient

Ranking	Correlation Coefficient	Practice
1.0	.58	4d
2.0	.45	7
3.0	.38	23
4.0	.32	33
5.0	.31	22
6.5	.29	28
6.5	.29	5
8.0	.28	20
9.0	.25	35
10.0	.21	24
11.5	.18	17
11.5	.18	4c
13.0	.17	27
14.5	.16	32
14.5	.16	12
16.0	.15	3
17.0	.10	9
18.0	.09	4b
19.5	.08	16
19.5	.08	26
22.5	.06	1
22.5	.06	2
22.5	.06	8
22.5	.06	19
25.0	.05	34
26.0	.04	21
27.0	.03	25
29.0	0	4a
29.0	0	14
29.0	0	29
31.0	-.004	6
32.0	-.008	31
33.0	-.09	13
34.5	-.16	10
34.5	-.16	30
36.5	-.17	11
36.5	-.17	18
38.0	-.28	36
39.0	-.49	15

Appendix A

Table 3

Classification of Minutes of Coordinating Councils*

	Existing Programs		Agreements		Long-range Planning		Proposed Programs		Other Aspects		Total Points
District	***con-sidered	**recom-mended	consid-ered	recom-mended	consid-ered	recom-mended	consid-ered	recom-mended	consid-ered	recom-mended	

*Councils were rated as to whether they performed the function designated in the State Regulations. Each function was evaluated under two headings: (1) considered, and (2) recommended. A council was given one point for the consideration of a specific program or activity. Another point was assigned for a recommendation. A council could be scored from 0 to 10. The independent results of the two raters was averaged for each of the councils resulting in a mean effectiveness rating for each council. The distribution of assigned scores is given in Appendix A, Table 1.

**Recommended - some action whereby the coordinating council passes the responsibility for decision making to the respective boards (or commissioner of education and appropriate division directors). This is not merely a motion and vote to do something, but a specific motion and vote to recommend something to the respective boards or commissioner of education.

***Considered - includes consideration of a specific program or activity.

Appendix B

Analysis of Practices by Council Segments

PRACTICES PERFORMED BY BOTH THE MAJORITY OF THE COUNCILS IN THE UPPER TWENTY-FIVE PERCENT EFFECTIVENESS RATING AND THE MAJORITY OF THE COUNCILS IN THE LOWER TWENTY-FIVE PERCENT EFFECTIVENESS RATING OF THE TWENTY COUNCILS:

1. An agenda is prepared and distributed to members one day or more prior to conducting coordinating council meetings.
2. Coordinating council meetings are held four or more times during each twelve-month period.
3. The coordinating council chairmanship rotates regularly between school district and the college district personnel.

4a. Minutes of coordinating council meetings are distributed within two weeks of each meeting.

4b. Minutes of coordinating council meetings are distributed to all council members.

6. Council agenda items are submitted by both college and school district personnel.
7. Implementation of council recommendations is usually carried out by college or school administrative personnel.
8. Council recommendations are usually referred to school board or board of trustees for final decision.
10. The coordinating council deliberates on matters other than vocational, technical and adult education, e.g., early admission, dual enrollment, computer utilization.
14. The school district director of vocational education and the college dean/director of vocational/occupational/career education regularly attend council meetings.

16. Any new vocational or adult education program to be offered by school or college district must be submitted to the coordinating council for reaction.

19. The council regularly reviews the total vocational, technical, adult and community services educational program in the school and college districts.

21. The council has, during the past twelve months, recommended the avoidance of unwarrented duplication in specific educational programs.

25. The location of council meetings rotates among school district and college district buildings.

26. The council has prepared recommendations on articulation between school and college prog[illegible]s.

29. There exists in the council a spirit of harmony, cooperation and good will among the members.

The above list gives some indication of those practices which are presently being performed by the majority of the councils. A reading of the practices in this list shows that these are the practices one would expect to find in an organized group. They are of a common nature and do not differentiate between effective and non-effective councils.

PRACTICES PERFORMED BY NEITHER THE MAJORITY OF THE COUNCILS IN THE UPPER TWENTY-FIVE PERCENT EFFECTIVENESS RATING NOR THE MAJORITY OF THE COUNCILS IN THE LOWER TWENTY-FIVE PERCENT EFFECTIVENESS RATING OF THE TWENTY COUNCILS:

9. If a State University is located within the council's geographic area, a representative serves as a member of the coordinating council.

11. Regional or area Department of Education coordinators regularly

attend coordinating council meetings.

30. Community organizations such as chambers of commerce, industrial development boards, CETA boards, etc., are represented at council meetings.

31. The council has developed performance standards that enable college and school districts to evaluate student progress toward vocational education objectives and to provide for more effective articulation.

34. The council conducts needs assessment regarding programs for handicapped and disadvantaged persons.

36. The coordinating council has approved a statement of rules of conduct, e.g., constitution, by-laws.

PRACTICES PERFORMED BY THE MAJORITY OF THE COUNCILS IN THE LOWER TWENTY-FIVE PERCENT EFFECTIVENESS RATING, BUT NOT BY THE MAJORITY OF THE COUNCILS IN THE UPPER TWENTY-FIVE PERCENT EFFECTIVENESS RATING:

15. Lay people serve as members of the coordinating council.

18. Coordinating council meetings are called when needed rather than on a regularly scheduled basis.

Appendix C

Responses To Practices

Table 1

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 1: An agenda is prepared and distributed to members one day or more prior to conducting coordinating council meetings.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
69	63.3	33	30.3	102	93.6	6	5.5	1	.9

Table 2

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 2: Coordinating council meetings are held four or more times during each twelve month period.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
57	52.3	27	24.8	84	77.1	25	22.9	0	0

Table 3

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 3: The coordinating council chairmanship rotates regularly between school district and the college district personnel.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
52	47.7	23	21.1	75	68.8	30	27.5	4	3.7

Table 4

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 4a: Minutes of coordinating council meetings are distributed within two weeks of each meeting.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
80	73.4	24	22.0	104	95.4	3	2.8	2	1.8

Table 5

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 4b: Minutes of coordinating council meetings are distributed to all council members.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
81	74.3	15	13.8	96	88.1	1	.9	12	11

Table 6

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 4c: Minutes of coordinating council meetings are distributed to other personnel in districts affected by council actions.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
42	38.5	23	21.1	65	59.6	22	20.2	22	20.2

Table 7

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 4d: Minutes of coordinating council meetings are distributed to Department of Education personnel.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
44	40.4	28	25.7	72	66.1	16	14.7	21	19.3

Table 8

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 5: Coordinating council meeting calendars are set a year in advance.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
32	29.4	20	18.3	52	47.7	56	51.4	1	.9

Table 9

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 6: Council agenda items are submitted by both college and school district personnel.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
82	75.2	21	19.3	103	94.5	5	4.6	1	0.9

Table 10

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 7: Implementation of council recommendations is usually carried out by college or school administrative personnel.

Practiced		Should Practice		Total Practiced-Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
88	80.7	14	12.8	102	93.5	4	3.7	3	2.8

Table 11

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 8: Council recommendations are usually referred to school board or board of trustees for final decision.

Practiced		Should Practice		Total Practiced-Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
53	48.6	18	16.5	71	65.1	32	29.4	6	5.5

Table 12

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 9: If a State University is located within the council's geographic area, a representative serves as a member of the coordinating council.

Practiced		Should Practice		Total Practiced-Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
17	15.6	19	17.4	36	33	45	41.3	28	25.7

Table 13

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 10: The coordinating council deliberates on matters other than vocational, technical and adult education, e.g., early admission, dual enrollment, computer utilization.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
53	48.6	13	11.9	66	60.5	41	37.6	2	1.8

Table 14

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 11: Regional or area Department of Education coordinators regularly attend coordinating council meetings.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
16	14.7	42	38.5	58	53.2	48	44.0	3	2.8

Table 15

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 12: Community school personnel regularly attend or are members of the coordinating council.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
36	33.0	17	15.6	53	48.6	52	47.7	4	3.7

Table 16

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 13: The district superintendent and community college president regularly attend council meetings.

Practiced		Should Practice		Total Practiced-Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
66	60.6	16	14.7	82	75.3	26	23.9	1	0.9

Table 17

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 14: The school district director of vocational education and the college dean/director of vocational/occupational/career education regularly attend council meetings.

Practiced		Should Practice		Total Practiced-Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
104	95.4	3	2.8	107	98.2	1	0.9	1	0.9

Table 18

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 15: Lay people serve as members of the coordinating council.

Practiced		Should Practice		Total Practiced-Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
25	22.9	17	15.6	42	38.5	66	60.6	1	0.9

Table 19

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 16: Any new vocational or adult education program to be offered by school or college district must be submitted to the coordinating council for reaction.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
43	39.4	23	21.1	66	60.5	42	38.5	1	0.9

Table 20

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 17: Labor market studies and/or projections are conducted under the auspices of the council.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
32	29.4	35	32.1	67	61.5	39	35.8	3	2.8

Table 21

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 18: Coordinating council meetings are called when needed rather than on a regularly scheduled basis.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
60	55.0	7	6.4	67	61.4	40	36.7	2	1.8

Table 22

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 19: The council regularly reviews the total vocational, technical, adult and community services educational program in the school and college districts.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
52	47.7	30	27.5	82	75.2	26	23.9	1	0.9

Table 23

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 20: The council has, during the past twelve months, recommended the addition to or modification of existing educational programs in the districts.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
63	57.8	25	22.9	88	80.7	17	15.6	4	3.7

Table 24

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 21: The council has, during the past twelve months, recommended the avoidance of unwarranted duplication in specific educational programs.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
68	62.4	24	22.0	92	84.4	12	11.0	5	4.6

Table 25

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 22: Local Guidelines have been developed to delineate the responsibilities of school district and college district in educational program development.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
60	55.0	29	26.6	89	81.6	18	16.5	2	1.8

Table 26

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 23: The council is engaged in developing a long-range plan (5-6 years) for the development of vocational, technical and adult education in the districts.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
27	24.8	48	44.0	75	68.8	30	27.5	4	3.7

Table 27

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 24: Council committees, composed of position counterparts in school and college districts, meet regularly.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
42	38.5	29	26.6	71	65.1	36	33.0	2	1.8

Table 28

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 25: The location of council meetings rotate among school district and college district buildings.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
62	56.9	17	15.6	79	72.5	29	26.6	1	0.9

Table 29

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 26: The council has prepared recommendations on articulation between school and college programs.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
64	58.7	24	22.0	88	80.7	18	16.5	3	2.8

Table 30

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 27: The council has prepared recommendations on shared useage of college and school district buildings, equipment and personnel.

Practiced		Should Practice		Total Practiced/Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
50	45.9	25	22.9	75	68.8	33	30.3	1	0.9

Table 31

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 28: The council reviews the State Funding Guide application of school and college districts.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
43	39.4	20	18.3	63	57.7	43	39.4	3	2.8

Table 32

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 29: There exists in the council a spirit of harmony, cooperation and good will among the members.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
92	84.4	10	9.2	102	93.6	1	0.9	6	5.5

Table 33

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 30: Community organizations such as chambers of commerce, industrial development boards, CETA boards, etc. are represented at council meetings.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
22	20.2	26	23.9	48	44.1	58	53.2	3	2.8

Table 34

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 31: The council has developed performance standards that enable college and school districts to evaluate student progress toward vocational education objectives and to provide for more effective articulation.

Practiced		Should Practice		Total Practiced Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
16	14.7	28	25.7	44	40.4	63	57.8	2	1.8

Table 35

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 32: The council has reviewed placement and follow-up data on all school and college district programs.

Practiced		Should Practice		Total Practiced Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
24	22.0	38	34.9	62	56.9	46	42.2	1	0.9

Table 36

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 33: The council recommends cooperative staff development programs for college and school districts.

Practiced		Should Practice		Total Practiced Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
29	26.6	30	27.5	59	54.1	48	44.0	2	1.8

Table 37

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 34: The council conducts needs assessment regarding programs for handicapped and disadvantaged persons.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
15	13.8	40	36.7	55	50.5	51	46.8	3	2.8

Table 38

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 35: The college and school districts have ratified an articulation/ coordination agreement.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
47	43.1	31	28.4	78	71.5	22	20.2	9	8.3

Table 39

Number and Percent of Respondents Who Marked "Practiced", "Not Practiced", "Should Practice", or No Response on Questionnaire Item.

Practice 36: The coordinating council has approved a statement of rules of conduct, e.g., constitution, by-laws.

Practiced		Should Practice		Total Practiced -Should Practice		Not Practiced		No Response	
#	%	#	%	#	%	#	%	#	%
20	18.3	32	29.4	52	47.7	46	42.2	11	10.1

Appendix C

Table 40

Summary of Individual Responses

#	Practiced		Should Practice		Total Practiced/ Should Practice		Not Practiced		No Response	
	#	%	#	%	#	%	#	%	#	%
1	69	63.3	33	30.3	102	93.6	6	5.5	1	0.9
2	57	52.3	27	24.8	84	77.1	25	22.9	0	0
3	52	47.7	23	21.1	75	68.8	30	27.5	4	3.7
4a	80	73.4	24	22.0	104	95.4	3	2.8	2	1.8
4b	81	74.3	15	13.8	96	88.1	1	0.9	12	11.0
4c	42	38,5	23	21.1	65	59.6	22	20.2	22	20.2
4d	44	40.4	28	25.7	72	66.1	16	14.7	21	19.3
5	32	29.4	20	18.3	52	47.7	56	51.4	1	0.9
6	82	75.2	21	19.3	103	94.5	5	4.6	1	0.9
7	88	80.7	14	12.8	102	93.5	4	3.7	3	2.8
8	53	48.6	18	16.5	71	65.1	32	29.4	6	5.5
9	17	15.6	19	17.4	36	33.0	45	41.3	28	25.7
10	53	48.6	13	11.9	66	60.5	41	37.6	2	1.8
11	16	14.7	42	38.5	58	53.2	48	44.0	3	2.8
12	36	33.0	17	15.6	53	48.6	52	47.7	4	3.7
13	66	60.6	16	14.7	82	75.3	26	23.9	1	0.9
14	104	95.4	3	2.8	107	98.2	1	0.9	1	0.9
15	25	22.9	17	15.6	42	38.5	66	60.6	1	0.9
16	43	39.4	23	21.1	66	60.5	42	38.5	1	0.9
17	32	29.4	35	32.1	67	61.5	39	35.8	3	2.8
18	60	55.0	7	6.4	67	61.4	40	36.7	2	1.8
19	52	47.7	30	27.5	82	75.2	26	23.9	1	0.9
20	63	57.8	25	22.9	88	80.7	17	15.6	4	3.7
21	68	62.4	24	22.0	92	84.4	12	11.0	5	4.6
22	60	55.0	29	26.6	89	81.6	18	16.5	2	1.8
23	27	24.8	48	44.0	75	68.8	30	27.5	4	3.7
24	42	38.5	29	26.6	71	65.1	36	33.0	2	1.8
25	62	56.9	17	15.6	79	72.5	29	26.6	1	0.9
26	64	58.7	24	22.0	88	80.7	18	16.5	3	2.8
27	50	45.9	25	22.9	75	68.8	33	30.3	1	0.9
28	43	39.4	20	18.3	63	57.7	43	39.4	3	2.8
29	92	84.4	10	9.2	102	93.6	1	0.9	6	5.5
30	22	20.2	26	23.9	48	44.1	58	53.2	3	2.8
31	16	14.7	28	25.7	44	40.4	63	57.8	2	1.8
32	24	22.0	38	34.9	62	56.9	46	42.2	1	0.9
33	29	26.6	30	27.5	59	54.1	48	44.0	2	1.8
34	15	13.8	40	36.7	55	50.5	51	46.8	3	2.8
35	47	43.1	31	28.4	78	71.5	22	20.2	9	8.3
36	20	18.3	32	29.4	52	47.7	46	42.2	11	10.1

Appendix D

Table 1

Summary of Checklists Received

Position Classification	Number of Checklists Mailed	Number of Checklists Returned	Percent of Return
District Superintendent	67	24	39%
District Director or Assistant Superintendent of Vocational Education	54	39	72%
Community College President	29	17	59%
Community College Dean/ Director of Occupational Education	29	18	62%
Other*	0	11	---
TOTAL	179	109	61%

*This category includes those responses in lieu of the above four categories. They include such positions as: Supervisor of Vocational-Technical Education, Vice President of Community College, Director of Area Vocational-Technical Center, Adult Education Director.

Appendix D

Table 2

Frequency Distribution of Membership
Reported by the Coordinating Councils

Position	Is A Voting Member of the Council		Is Not A Voting Member of the Council		No Response to the Item	
	#	%	#	%	#	%
Superintendent	68	62.4	20	18.3	21	19.3
President of Community College	65	59.6	23	21.1	21	19.3
District Director of Vocational Education	79	72.5	9	8.3	21	19.3
Community College Dean	46	42.2	42	38.5	21	19.3
University Person	2	1.8	86	78.9	21	19.3
Lay Person	10	9.2	78	71.6	21	19.3
Adult Education Director	35	32.1	53	48.6	21	19.3
Career Education Director	16	14.7	72	66.1	21	19.3
Community College Academic Dean	29	26.6	59	54.1	21	19.3
Director, Continuing Education	11	10.1	77	70.6	21	19.3
Curriculum Research Specialist	1	0.9	87	79.8	21	19.3
Other	61	56.0	27	24.8	21	19.3

Appendix D

Coordinating Council Practices

Check List

(Please return as soon as possible to Dr. William P. Danenburg, Room 232, Faculty Office Building, University of South Florida, Tampa, Florida, 33620)

The investigators, based on an analysis of council minutes and interviews with council members, have prepared a list of practices that exist in different councils across the State. We hope to identify those practices that contribute to effective coordinating council functioning.

Please check your position classification below:

District Superintendent ____
District Director or Assistant Superintendent of Vocational Education ____
Community College President ____
Community College Dean/Director of Occupational Education ____
Other (please specify title) _____ _____

Would you indicate by an (X) if your council has or has not engaged in the practices listed below. If you indicate "not practiced", would you also indicate if you believe your council should engage in this practice in the future.

1. An agenda is prepared and distributed to members one day or more prior to conducting coordinating council meetings.
   Practiced ____ Not Practiced ____ Should Practice ____

2. Coordinating council meetings are held four or more times during each twelve-month period.
   Practiced ____ Not Practiced ____ Should Practice ____

3. The coordinating council chairpersonship rotates regularly between school district and the college district personnel.
   Practiced ____ Not Practiced ____ Should Practice ____

4. Minutes of coordinating council meetings are distributed:
   within two weeks of each meeting
   Practiced ____ Not Practiced ____ Should Practice ____
   to all council members
   Practiced ____ Not Practiced ____ Should Practice ____
   to other personnel in districts affected by council actions
   Practiced ____ Not Practiced ____ Should Practice ____
   to Department of Education personnel
   Practiced ____ Not Practiced ____ Should Practice ____

5. Coordinating council meeting calendars are set a year in advance.
   Practiced ____ Not Practiced ____ Should Practice ____

6. Council agenda items are submitted by both college and school district personnel.
   Practiced ____ Not Practiced ____ Should Practice ____

7. Implementation of council recommendations is usually carried out by college or school administrative personnel.
Practiced ____ Not Practiced ____ Should Practice ____

8. Council recommendations are usually referred to school board or board of trustees for final decision.
Practiced ____ Not Practiced ____ Should Practice ____

9. If a State University is located within the council's geographic area, a representative serves as a member of the coordinating council.
Practiced ____ Not Practiced ____ Should Practice ____

10. The coordinating council deliberates on matters other than vocational, technical and adult education, e.g., early admission, dual enrollment, comupter utilization.
Practiced ____ Not Practiced ____ Should Practice ____

11. Regional or area Department of Education coordinators regularly attend coordinating council meetings.
Practiced ____ Not Practiced ____ Should Practice ____

12. Community school personnel regularly attend or are members of the coordinating council.
Practiced ____ Not Practiced ____ Should Practice ____

13. The district superintendent and community college president regularly attend council meetings.
Practiced ____ Not Practiced ____ Should Practice ____

14. The school district director of vocational education and the college dean/ director of vocational/occupational/career education regularly attend council meetings.
Practiced ____ Not Practiced ____ Should Practice ____

15. Lay people serve as members of the coordinating council.
Practiced ____ Not Practiced ____ Should Practice ____

16. Any new vocational or adult education program, to be offered by school or college district, must be submitted to the coordinating council for reaction.
Practiced ____ Not Practiced ____ Should Practice ____

17. Labor market studies and/or projections are conducted under the auspices of the council.
Practiced ____ Not Practiced ____ Should Practice ____

18. Coordinating council meetings are called when needed rather than on a regularly scheduled basis.
Practiced ____ Not Practiced ____ Should Practice ____

19. The council regularly reviews the total vocational, technical, adult and community services educational program in the school and college districts.
Practiced ____ Not Practiced ____ Should Practice ____

20. The council has, during the past twelve months, recommended the addition to or modification of existing educational programs in the districts.
Practiced ____ Not Practiced ____ Should Practice ____

21. The council has, during the past twelve months, recommended the avoidance of unwarranted duplication in specific educational programs.
Practiced ____ Not Practiced ____ Should Practice ____

22. Local Guidelines have been developed to delineate the responsibilities of school district and college district in educational program development.
Practiced ____ Not Practiced ____ Should Practice ____

23. The council is engaged in developing a long-range plan (5-6 years) for the development of vocational, technical and adult education in the districts.
Practiced ____ Not Practiced ____ Should Practice ____

24. Council committees, composed of position counterparts in school and college districts, meet regularly.
Practiced ____ Not Practiced ____ Should Practice ____

25. The location of council meetings rotate among school district and college district buildings.
Practiced ____ Not Practiced ____ Should Practice ____

26. The council has prepared recommendations on articulation between school and college programs.
Practiced ____ Not Practiced ____ Should Practice ____

27. The council has prepared recommendations on shared useage of college and school district buildings, equipment and personnel.
Practiced ____ Not Practiced ____ Should Practice ____

28. The council reviews the State Funding Guide application of school and college districts.
Practiced ____ Not Practiced ____ Should Practice ____

29. There exists in the council a spirit of harmony, cooperation and good will among the members.
Practiced ____ Not Practiced ____ Should Practice ____

30. Community organizations such as chambers of commerce, industrial development boards, CETA boards, etc. are represented at council meetings.
Practiced ____ Not Practiced ____ Should Practice ____

31. The council has developed performance standards that enable college and school districts to evaluate student progress toward vocational education objectives and to provide for more effective articulation.
Practiced ____ Not Practiced ____ Should Practice ____

32. The council has reviewed placement and follow-up data on all school and college district programs.
Practiced ____ Not Practiced ____ Should Practice ____

33. The council recommends cooperative staff development programs for college and school districts.
Practiced ____ Not Practiced ____ Should Practice ____

34. The council conducts needs assessment regarding programs for handicapped and disadvantaged persons.
Practiced ____ Not Practiced ____ Should Practice ____

35. The college and school districts have ratified an articulation/coordination agreement. (If available please attach a copy.)
Practiced ____ Not Practiced ____ Should Practice ____

36. The coordinating council has approved a statement of rules of conduct, e.g., constitution, by-laws. (If available please attach a copy.)
Practiced ____ Not Practiced ____ Should Practice ____

37. Please list the position titles of voting members of the coordinating council below:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

38. Please list below other practices which you believe contribute to the effective functioning of coordinating councils. Indicate a (P) beside those your coordinating council is currently practicing.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____